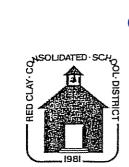
EXHIBIT A



RED CLAY CONSOLIDATED SCHOOL DISTRICT

Robert J. Andrzejewski, Ed.D Chief Executive Officer

> Administrative Offices 2916 Duncan Road Wilmington, DE 19808

SKYLINE MIDDLE SCHOOL 2900 Skyline Drive Wilmington, Delaware 19808

> (302) 454-3410 Fax (302) 454-3541

Nick T. Manolakos, Ed.D. Principal

> Janet Basara Assistant Principal

To: Rich Wilcoxon

From: Janet Basara Date: January 20, 2004

RE: Meeting on December 17, 2003

On December 17, 2003, we met to discuss a series of events that occurred between you and a female staff member. In our conversation, we discussed the inappropriate remarks, some of a sexual nature, you made to her. I told you at that time, such comments were unacceptable and were to stop immediately.

In addition, I want to inform you that if any further inappropriate comments are made, the District will take disciplinary action. You should also be aware that the staff member has indicated she will file sexual harassment charges, if this continues.

Please be advised that you need to maintain a professional relationship and cease all sexual remarks.

Signature indicates receipt, not necessarily agreement

Date

The Red Clay Consolidated School District does not discriminate on the basis of face, color, national origin, religion, sex, age, or disability in its programs, activities or employment practices as required by Title VI, Title IX and Section 504. The district coordinator of compliance is:

Administrator of Human Resources Development RCCSD, 2916 Duncan Road, Wilmington, DE, 19808 (302) 683-6662.